

DATA ITEM DESCRIPTION		2 IDENTIFICATION NO(S)	
		AGENCY	NUMBER
TITLE		7	
Contract Change Proposal/Task Change Proposal		USAF	DI-A-3020B
3. DESCRIPTION/PURPOSE		4. APPROVAL DATE	
3.1 A Contract Change Proposal/Task Change Proposal (CCP/TCP) is used to propose, control and approve changes to contractual requirements other than those contained in specification and/or drawings; e.g., Statement of Work (SOW) tasks, contractually imposed plans, Contract Data Requirements List (CDRL), etc. The CCP/TCP provides sufficient information for decision-making relative to non-ECP changes that would alter, supplement or delete existing contract requirements.		81 FEB 23	
		5. OFFICE OF PRIMARY RESPONSIBILITY	
		AFSC/SDDS	
		6. DDC REQUIRED	
		-	
		8. APPROVAL LIMITATION	
APPLICATION/INTERRELATIONSHIP		9. REFERENCES (Mandatory as cited in block 10)	
7.1 Although designed to be used on system or equipment programs, this Data Item Description (DID) can be applied to any procurement that involves "level-of-effort" tasks, studies development or production.		*MIL-STD-483, NOTICE 2	
7.2 This DID cannot be applied unless procedures for processing are agreed to by both the contractor and the procuring agency. Agreement on the use of CCPs/TCPs should be documented in the Configuration Management Plan.			
7.3 This DID supersedes DI-A-3020A.			
		MCSL NUMBER(S)	
		*AMSC No. F3095	
		OMB EXEMPT	
10. PREPARATION INSTRUCTIONS			
10.1 The CCP/TCP shall be prepared whenever a non-ECP change is proposed by the contractor.			
10.2 The CCP/TCP shall contain, as a minimum, the information described below and be prepared on a form similar to Figure 1, provided it contains the same minimum information (MIL-STD-483, paragraphs 3.14 and 5.1.p).			
a. <u>Control Information.</u> Identifies the CCP/TCP number, data prepared and a short descriptive title of proposed change including contract number.			
b. <u>What is Affected.</u> Identifies what contractual documents, DIDs, plans, etc., are affected.			
c. <u>Why Change is Needed.</u> Answers the following questions:			
(1) How will the change improve contractual requirements?			
(2) What are the effects of not making a change?			
d. <u>Description of Proposed Change.</u> Provides a detailed description of the proposed change including direct/indirect labor hours, computer usage hours, and if applicable, any special tools or equipment required.			
e. <u>Alternatives to Proposed Change.</u> Identifies alternate ways to accomplish the change and provides reasons for or against each alternative.			
f. <u>Cost Estimate.</u> Presents an-estimate of contract cost adjustment required for the proposed change and for each alternative described in "e."			
g. <u>Schedule.</u> Presents a schedule for completing the work, and when applicable, the date(s) for submittal of results.			
h. <u>Urgency Considerations.</u> When applicable, describes any condition(s) bearing on the urgency of obtaining approval for the proposed change.			

CONTRACT CHANGE PROPOSAL/TASK CHANGE PROPOSAL		Number:
		Date:
		Page                      of                      Pages
TITLE:		
Item(s) affected (Identify contractual requirement(s) affected):		
NEED (Explain benefit(s) of making the change and impact of not making change):		
DESCRIPTION OF PROPOSED CHANGE (Enter a detailed description of the proposed task, including man-hours and any special equipment required):		
ALTERNATIVES TO PROPOSED CHANGE (Explain reasons for/against each alternative, and its cost):		
COST ESTIMATE (Contract cost adjustment required for the task):		SCHEDULE (Enter schedule for completing work and, when applicable, data for submittal of results):
URGENCY CONSIDERATIONS (When applicable, describe any condition bearing on the urgency of obtaining approval for change)		

(NOTE: Any block may be continued on separate sheet(s) as required)

FIGURE 1 Contract Change Proposal/Task Change Proposal (CCP/TCP) Form